



Job Aid: How to Read an Open Statewide Solicitation

Please Note: You do not have to be logged in to perform this task. Each Solicitation will have its own specifications, forms and terms as well as contact information to review and submit.

Step

Screenshot

Directions

1

Select the **Solicitations** tab.

2

Select **Search for a Solicitation**.



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Step**Screenshot****Directions****3**

Comm-PASS
Procurement Access & Solicitation System

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SOLICITATIONS **CONTRACTS** **FORUMS** **BUSINESS DIRECTORY** **JOIN** **RELATED LINKS**

[Home](#) > [Browse Solicitations](#) >

Search for a Solicitation

[There are 13 Solicitation\(s\) found that match your search criteria](#)

Search by Keyword

Keywords:

The keyword search is not case sensitive and searches only on entered characters. The keyword search does not conduct partial word searches and does not recognize an asterisk (*) as a "wildcard" command.

****AND** Search by Specific Criteria**

For Statewide Contract: ☒

Document Number:

Document Status: **Open**

Department: [Select Department](#)

Procurement Type:

Applicable Procurement Law:

Comm-PASS Category: [Select Subcategory](#)

Check off the **Statewide Contract** box, then select **Open** from the **Documents Status** dropdown menu.

Select **Search**. A link will appear at the top of the screen of how many open Solicitations you are able to view. Remember, this number will change as the availability changes.

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Solicitation Search Result

13 items found, displaying all items.

Close Date	Document Number	Title	Status	Last Changed	Amendment Deadline	View
12/22/2006	LAW05	Body Armor Vests	OPEN	11/28/2006		
12/30/2006	FAC46	ANNOUNCEMENT ONLY: Water Treatment Chemica...	OPEN	11/02/2006		
01/09/2007	OFF21	Digital Duplicating Equipment , Supplies a...	OPEN	12/18/2006	01/02/2007	
01/15/2007	ENE27	(Announcement Only) Statewide Contract for...	OPEN	12/11/2006		
01/31/2007	OFF22	Mailing Equipment, Accessories, Services a...	OPEN	11/08/2006		
02/28/2007	FAC47	ANNOUNCEMENT ONLY: Grounds-keeping/Landsca...	OPEN	12/15/2006		
03/02/2007	ITC32	Announcement: Telecommunications/Data Inf...	OPEN	10/20/2006		
03/30/2007	FAC44	ANNOUNCEMENT ONLY: Lawn and Grounds Equipm...	OPEN	12/15/2006		
03/30/2007	FAC29	ANNOUNCEMENT ONLY: Tradesperson contract r...	OPEN	12/15/2006		
04/30/2007	FAC39	ANNOUNCEMENT ONLY: Portable Toilets (Conve...	OPEN	12/15/2006		

Select a Solicitation you are interested in viewing by selecting the Eyeglass icon option on the right hand side of the screen.

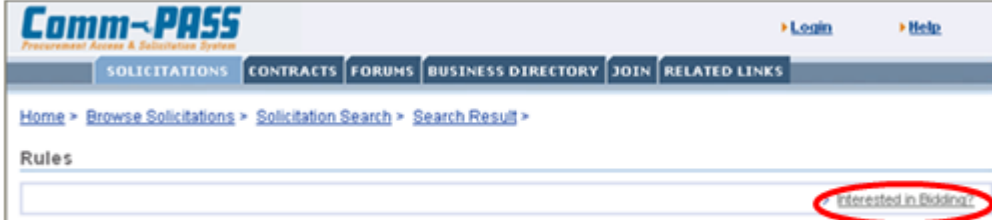



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Step	Screenshot	Directions
5	<div><p>Summary</p><p>> Interested in Bidding?</p><p>Document Number: OFF21 Issued By: Operational Services Division / IT and Office Procurements</p><p>Summary Rules Issuer(s) Forms & Terms Specifications Other Information</p><p>Document Title: Digital Duplicating Equipment , Supplies and Services Document Status: OPEN Version: 00004</p><hr/><p>Estimated Value (US\$): 2,000,000.00 Estimated Units: Not Available</p><hr/><p>Open Date: 11/17/2006 03:30PM Close Date: 01/09/2007 03:00PM Amendment Deadline: 01/02/2007 03:00PM Last Changed Date: 12/18/2006 09:23AM</p><hr/><p>Comm-PASS Category: Office, Recreation, Education - Related Equipment, Services & Supplies / Digital Duplication/Facsimile/Photocopier/Printer</p><hr/><p>Procurement Type: Open to All Eligible Public Entities Applicable Procurement Law: MGL c. 7, § 22; c. 30, § 51, § 52; 801 CMR 21.00</p><hr/><p>For Statewide Contract : Yes Solicitation Contains EPP: Yes Solicitation Requires Prompt Pay Terms: Yes</p><hr/><p>Search Key Words: Digital Duplicating, Duplicators, Masters, Inks, Digital Duplicating Supplies, Services, Maintenance, Equipment, Debbie, Deborah, Combra, Deborah Combra, OFF10, Drum, Cylinder, Image, Scanning,</p><hr/><p>Description: CALENDAR RULES AMENDMENT DATE CHANGE FROM DECEMBER 27, 2006 AT 3:00 P.M. TO JANUARY 2, 2007 AT 3:00 P.M. THE RFR DUE REMAINS THE SAME JANUARY 9, 2007 AT 3:00 P.M. RFR AMENDMENT DATED NOVEMBER 30, 2006. AMENDED AREA IS INDICATED IN RED IN THE RFR. THIS PROCUREMENT WILL ALLOW ON-LINE BID SUBMISSION. The PMT has released the Request for Response (RFR) for Digital Duplicating Equipment, Supplies and Services. The Due Date for bid submission is January 9, 2007. Interested Bidders must complete Attachments on the Specification Tab and Forms and Terms Tab.</p></div>	A screen will appear with the Summary tab selected. This tab provides you with basic information about the Solicitation.
6	<div><p>Rules</p><p>> Interested in Bidding?</p><p>Document Number: OFF21 Issued By: Operational Services Division / IT and Office Procurements</p><p>Summary Rules Issuer(s) Forms & Terms Specifications Other Information</p><p>1) Calendar Rule Type: An additional opportunity to respond may be offered during the life of the Contract, if any. Submit a bid per the Solicitation requirements as long as the Close Date has not been exceeded.</p><p>2) Applicable Procurement Law: MGL c. 7, § 22; c. 30, § 51, § 52; 801 CMR 21.00 Open and competitive procurement for Goods and Services. Evaluated based on criteria designed to determine the best value to the Commonwealth.</p><p>3) Online Responses Are Accepted: Vendors wishing to respond online may do so, but must be subscribed vendors.</p><p>4) Alternate Responses are Accepted: Vendors can submit more than one response for this solicitation</p></div>	Select the Rules tab. This tab will provide information about the applicable procurement laws/regulations.



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Step	Screenshot	Directions
7		The Interested in Bidding? link is where you will identify yourself as an interested bidder in any Solicitation. This allows the Entity and or Department know at any time how many potential bids to expect.
8		Select the Issuer(s) tab. This tab will identify who the contact person is for this particular Solicitation. Generally, you will see Name, Address, Phone and Email.



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Step**Screenshot****Directions****9**

Forms & Terms

> Interested in Bidding?

Document Number: OFF21 Issued By: Operational Services Division / IT and Office Procurements

Summary Rules Issuer(s) **Forms & Terms** Specifications Other Information

Upload Date	Document Description	Action?	Action Description	View
11/17/2006	Attachment 1 Mandatory Bidder Submission Form	Yes	Bidder agrees by submitting the Standard Contract Form	View
11/12/2006	RFR - Other Specifications for Statewide Contracts	Yes	Bidder agrees by submitting the Standard Contract Form	View
11/12/2006	Affirmative Action Commitment Statement	Yes	Complete and submit. Online bidder signs electronically.	View
11/12/2006	Contractor Authorized Signatory Listing	Yes	Complete and submit. Online bidder defers ink signature.	View
11/12/2006	RFR - Required Specifications for Statewide Contracts	Yes	Bidder agrees by submitting the Standard Contract Form	View
11/12/2006	W-9, Request for Taxpayer Id. Number and Certification	Yes	Complete and submit. Online bidder defers ink signature.	View
11/12/2006	Electronic Funds Transfer Link	Yes	Sign-up online	View
11/12/2006	Northern Ireland Notice and Certification	Yes	Complete and submit. Online bidder signs electronically.	View
11/12/2006	Commonwealth Terms & Conditions	Yes	Complete and submit. Online bidder defers ink signature.	View
11/12/2006	Standard Contract Form and Instructions	Yes	Complete and submit. Online bidder defers ink signature.	View

Currently displaying 50 records per page. Change display to 5, 10, 15, 25 records per page.

Select the **Forms & Terms** tab.

This tab allows the potential bidder to see the forms that are required to submit per bid. You must open each one individually and complete the required action.

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Specifications

> Interested in Bidding?

Document Number: OFF21 Issued By: Operational Services Division / IT and Office Procurements

Summary Rules Issuer(s) **Forms & Terms** **Specifications** Other Information

Upload Date	Solicitation Document Description	View
12/13/2006	OFF21 Request for Response (RFR)	View
11/20/2006	Affirmative Market Program Plan (AMP) Form	View
11/20/2006	Attachment_2_3_4_5_6_7_8_12_13	View
11/20/2006	Attachment 9 Equipment Cost Sheet	View
11/17/2006	Attachment 10 Cat 2 Supply Cost Sheet OEM Product	View
11/17/2006	Attachment 10A Cat 2 Supply Cost Sheet Generic Product Type	View
11/17/2006	Attachment 10B Cat 2 Supply Cost Sheet Remanufactured Product	View
11/17/2006	Attachment 11 Cat 3 Service Plan Cost Sheet New Equipment	View
11/17/2006	Attachment 11A Cat 3 Service Plan Cost Sheet Predecessor Equipment	View

Select the **Specifications** tab.

This tab gives the potential bidder the information needed to submit a bid for this specific Solicitation.